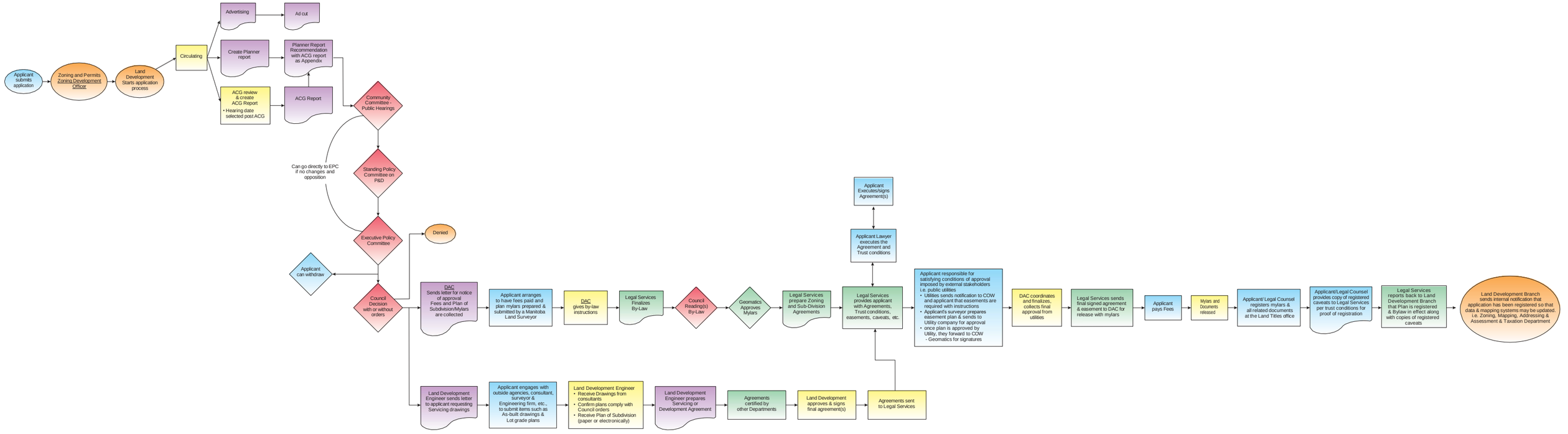
Applicant submits application
Zoning and Permits Zoning Development Officer
Land Development Starts application process
Circulating
Advertising
Ad cut
Create Planner report
Planner Report Recommendation with ACG report as Appendix
ACG review & create ACG Report
• Hearing date selected post ACG
ACG Report
Community Committee - Public Hearings
Can go directly to EPC if no changes and opposition
Standing Policy Committee on P&D
Executive Policy Committee
Denied
Applicant can withdraw
Council Decision with or without orders
DAC
Sends letter for notice of approval
Fees and Plan of Subdivision/Mylars are collected
Applicant arranges to have fees paid and plan mylars prepared & submitted by a Manitoba Land Surveyor
DAC
gives by-law instructions
Legal Services Finalizes By-Law
Council Reading(s) By-Law
Geomatics Approves Mylars
Legal Services prepare Zoning and Sub-Division Agreements
Applicant Executes/signs Agreement(s)
Applicant Lawyer executes the Agreement and Trust conditions
Legal Services provides applicant with Agreements, Trust conditions, easements, caveats, etc.
Applicant responsible for satisfying conditions of approval imposed by external stakeholders i.e. public utilities
• Utilities sends notification to COW and applicant that easements are required with instructions
• Applicant's surveyor prepares easement plan & sends to Utility company for approval
• once plan is approved by Utility, they forward to COW - Geomatics for signatures
DAC coordinates and finalizes, collects final approval from utilities
Legal Services sends final signed agreement & easement to DAC for release with mylars
Applicant pays Fees
Mylars and Documents released
Applicant/ Legal Counsel registers mylars & all related documents at the Land Titles office
Applicant/Legal Counsel provides copy of registered caveats to Legal Services per trust conditions for proof of registration
Legal Services reports back to Land Development Branch that Plan is registered & Bylaw in effect along with copies of registered caveats
Land Development Branch sends internal notification that application has been registered so that data & mapping systems may be updated. i.e. Zoning, Mapping, Addressing & Assessment & Taxation Department
Land Development Engineer sends letter to applicant requesting Servicing drawings
Applicant engages with outside agencies, consultant, surveyor & Engineering firm, etc., to submit items such as As-built drawings & Lot grade plans
Land Development Engineer
• Receive Drawings from consultants
• Confirm plans comply with Council orders
• Receive Plan of Subdivision (paper or electronically)
Land Development Engineer prepares Servicing or Development Agreement
Agreements certified by other Departments
Land Development approves & signs final agreement(s)
Agreements sent to Legal Services